

**United States District Court
District of Puerto Rico
Clerk's Office**

Frances Moran, Esq.
Clerk of Court



150 Carlos Chardon Street
Federal Building, Room 150
San Juan, P.R. 00918
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Vacancy Announcement 15-02

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES

Position Title: Court Reporter
MORE THAN ONE POSITION MAY BE FILLED

Position Type: Full-time / Permanent

Grade/Salary: CR Level I-V (\$74,885-\$86,083) + 4.20% Cost of Living Allowance
Depending Upon Qualifications and Experience

Open Date: Friday, February 20, 2015

Closing Date: Open Until Filled

POSITION OVERVIEW

The United States District Court for the District of Puerto Rico is seeking applicants for a Court Reporter position. Official Court Reporters report directly to the Court Services Manager. Official Court Reporters must adhere to the requirements of the Judicial Conference of the United States, and the Court Reporter's Manual published by the Administrative Office of the U.S. Courts. This position involves completing record-keeping forms, documenting the information contained in reports, as well as maintaining and safeguarding records until their disposition according to the statutory requirements and Judicial Conference policy.

REPRESENTATIVE DUTIES

An Official Court Reporter performs court reporting services for any judicial proceeding as may be required. The position requires the ability to record verbatim testimony of courtroom proceedings and maintain accurate, legible records which are subject to the audits and read back all or any portions of the court records. At a request of a party or the court the reporters must provide transcripts within time frames and cost requirements established by the Judicial Conference of the United States Courts. Court Reporters are also required to work well under pressure, work extended court and transcription production hours within strict time limitations, and to work as part of a team of reporters for the judges of the U.S. District Court for the District of Puerto Rico.

REAL-TIME COURT REPORTER: Makes an instantaneous verbatim record of court proceedings, provision of live realtime feed to judges is a mandatory requirement. Produces transcripts, completes required paperwork and maintains dictionary and equipment. **Duties:** Stenographically records verbatim instantaneous transcripts of judicial proceedings by use of realtime software and hardware. Creates and maintains case dictionary for each judicial proceeding taken in real time; creates stenographic outline for each word not in the reporter dictionary; researches case citations to ensure the accuracy of the citation as it appears on the screen, as well as medical, technical, and legal terminology. Certifies real-time transcripts upon final proofreading and editing of the documents; provides paralegal reports, excerpts and requested portions of real-time transcripts by certification.

Qualifications: Associate degree in court reporting or a high school diploma or GED with completion of a court reporting program; and Real-time Certification.

REQUIRED MINIMUM QUALIFICATIONS

To work in this Court as an Official Court Reporter, the applicant must possess at least four years of prime court reporting experience in the freelance field of service or in other courts or a combination thereof; Have successfully completed the RPR and valid Realtime Certification by testing for listing on the Registry of Professional Reporters of the National Court Reporters Association or passed an equivalent qualifying examination.

SPECIALIZED EXPERIENCE

Court Reporters are grouped for salary purposes, as follows:

Level I - must meet stated minimum qualifications.

Level II - must meet stated minimum qualifications and requires merit certification

Level III - must meet stated minimum qualifications and requires realtime certification

Level IV - must meet stated minimum qualifications and requires realtime certification and merit certification

APPLICATION PROCESS

Qualified persons are invited to submit a letter of interest, along with a resume and completed AO78 form (Application for Judicial Branch Federal Employment), available in the Clerk's Office or on our website www.prd.uscourts.gov. Copy of the RPR and/or realtime certificates must be included. The announcement number must be clearly indicated on the front page of your letter of interest and application. The letter of interest, along with the resume and AO-78 form, may be hand-delivered or mailed to:

**United States District Court-PR
Attn: Agnes L. Ferrer-Auffant
Human Resources Manager
150 Carlos Chardon Street
Federal Building Room 150
San Juan. PR 00919-1787**

or e-mailed to: vacancies@prd.uscourts.gov

E-mailed documents must be submitted in PDF format, WordPerfect or MS Word. Due to the anticipated volume of applications, only applicants selected for an interview will be notified.

NO TELEPHONE CALLS WILL BE ACCEPTED.

CONDITIONS OF EMPLOYMENT

- ✓ Applicants must be citizens of the United States of America or be eligible to work in the United States.
- ✓ Employment will be considered provisional pending the successful completion of a FBI Fingerprint Background Check.
- ✓ Employees of the United States District Court are Excepted Service Appointments. Excepted service appointments are at will and can be terminated at any time by the Court.
- ✓ This position is subject to mandatory EFT participation for payment of net pay.
- ✓ Reimbursement of relocation expenses is not permitted under Judicial Conference Policy in effect at this time.

The United States District Court is an Equal Opportunity Employer